
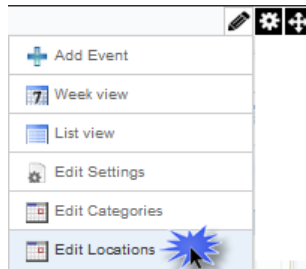


# CALENDAR LOCATIONS

## TO ADD A LOCATION TO THE CALENDAR

Mouse over the 

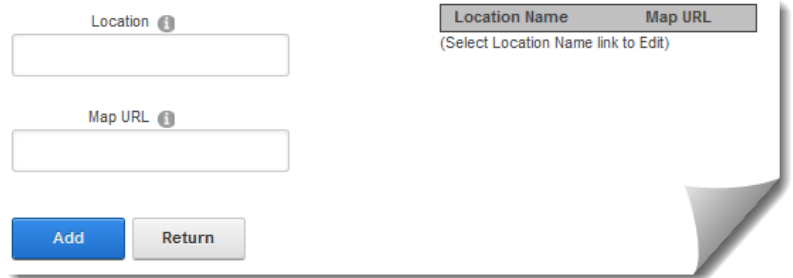
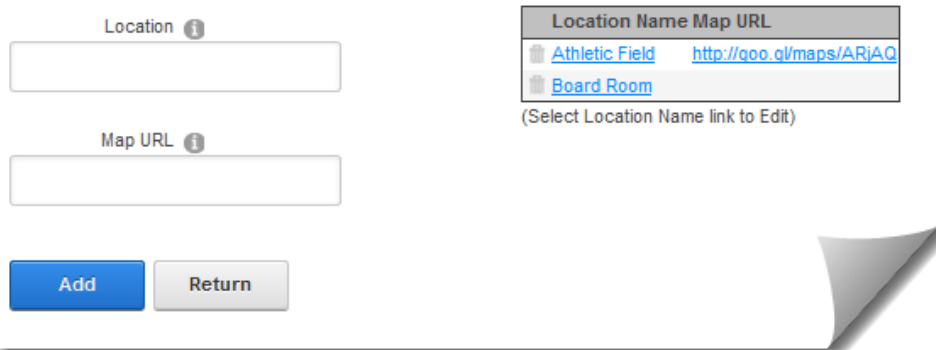
Click Edit Locations



**Location Name** – Required Field

**Option to MAP a URL -**  
*ex: – Google Directions*

Click **ADD**

A form for adding a location. It has two input fields: 'Location' and 'Map URL'. To the right, there is a table with two columns: 'Location Name' and 'Map URL'. Below the table is the text '(Select Location Name link to Edit)'. At the bottom are two buttons: 'Add' and 'Return'.A form for adding a location, similar to the one above but with populated data. The 'Location' field contains 'Athletic Field' and the 'Map URL' field contains 'http://goo.gl/maps/ARlAQ'. The table to the right has two rows: 'Athletic Field' with the URL 'http://goo.gl/maps/ARlAQ' and 'Board Room' with an empty URL. Below the table is the text '(Select Location Name link to Edit)'. At the bottom are two buttons: 'Add' and 'Return'.

Repeat the process for adding additional locations.